25X1C4a

STANDARD OPERATING PROCEDURE   22 August 1967
NUMBER 50-3200-1

PREPARATION AND REVISION OF OPERATIONS ORDERS

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1. **PURPOSE:** To establish the procedures for preparing and publishing ████ ████ ops orders and their revisions in order to meet the time limitations imposed by Hqs.

2. **CLASSIFICATION:** This SOP is classified SECRET. Pages 5, 6, and 7 are marked Top Secret for example purposes only.

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3. **POLICY:** ████████████ will supplement Hqs oplans by publishing an ops order to the specific Hqs oplan.

4. **SCOPE:** The chief of security and the deputy commanders for operations, materiel, and support will insure compliance.

5. **DEFINITIONS:**

    a. The Hqs oplan establishes, in general terms, a requirement to be accomplished by the designated task organizations.

    b. The Detachment ops order establishes, in more specific terms, the actions required by each organization within the Detachment in order to accomplish the requirements established by the Hqs oplan.

    c. Each organization effected by the ops order will then prepare an OI and/or a checklist to insure compliance with the ops order.

NOTE: When writing the ops order, name the action agency. Do not assume, for example, that because HFSSB transmissions concerns communications that the action agency is Communications — it could be the pilot, the Command Post, enroute support teams, etc., as well as Communications.

6. **PROCEDURES:**

    a. Immediately upon receipt of a new Hqs oplan or a complete revision to a Hqs oplan or annex/appendix:

        (1) DCOMA will deliver 18 copies of the plan to the Communications Section and one copy of the plan (for coordination purposes) to the DCOM (Plans Branch).

        (2) Communications will inturn deliver the plan to DCS (Administration Section) to make distribution IAW their distribution schedule.

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(3) Each section receiving his copy of the Hqs oplan will study the entire plan and then prepare his portion of the Detachment's ops order. (See Attachment 1 for formats, spacing, and examples.)

(4) The chief of security and each deputy commander will insure that his portion of the ops order (as indicated below) is delivered typed and ready for key-punching, to the DCOM (Plans Branch) not later than two working days after receipt of the Hqs oplan.

SECTION OF THE OPS ORDER TO BE PREPARED	OPR

DEPUTY COMMANDER FOR OPERATIONS

Part I and Part II (Administration and Security)	DCOM
Annex A (Operations)	DCOM
Annex A, Appendix I (Emergency Procedures)	DCOM
*Annex A, Appendix IV (Flight Planning)	DCOM
Annex B (Intelligence)	DCOMI
Annex I (Automation)	DCOMA
*Annex A, Appendix II (Daily Timing)	DCOC
*Annex A, Appendix III (24-hour Generation Timing)	DCOC
*Annex A, Appendix V (Command Post)	DCOC
**Annex A, Appendix VIII (Enroute Support Teams)	DCOC
Annex J (Reports)	DCOC
*Annex A, Appendix VI (Life Support)	DCOL
*Annex A, Appendix VII (Mode X Procedures)	AFCS
Annex H (Weather)	DCOW

DEPUTY COMMANDER FOR MATERIEL

Annex E (Materiel)	DCM
*Annex E, Appendix I (Emergency Recovery Procedures)	DCM

DEPUTY COMMANDER FOR SUPPORT

Annex D (Communications)	COMMO
Annex F (Admin/Medical)	DCS
*Annex F, Appendix I (Flight Surgeon Activities)	FLT SURGEON

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CHIEF OF SECURITY

· Annex C (Security)   SECURITY
· Annex G (Cover)   SECURITY

* Additional appendixes required in the Detachment's ops order.
** Additional appendixes required when an enroute support team is required.

NOTE: · Passenger manifesting and commercial air requirements will be
· incorporated into Annex F (Admin/Medical).

· (5) On the third working day after receipt of the Hqs oplan, DCOM
will portion out the ops order to available key-punch operators. · Key-punch-
ing of the ops order must be completed on this date and delivered to DCOM.

(6) On the fourth working day after receipt of the Hqs oplan, DCOMA
will make a print-out of the key-punched ops order and deliver a copy to DCOM
(Plans Branch). · The Plans Branch will review the print-out, indicate minor
pen-and-ink corrections, and have the key-punched cards corrected.

· (7) On the fifth working day after receipt of the Hqs oplan, DCOM
will present corrected print-out to the DCO for approval. Upon approval, the
DCOMA will:

· (a) Transmit the ops order to Project Hqs and to Detachment's
operating locations.

· (b) Print and deliver 18 copies of the ops order to the
Communications Section for processing and further delivery to the DCS
(Administration Section) for distribution.

b.   Immediately upon receipt of a pen-and-ink change to a Hqs oplan:

· (1) Sections concerned will make the necessary corrections to the
Hqs oplan and then:

· (a) Up-date their portion (reference the OPR, pages 2 and 3)
of the ops order.

· (b) Re-type the up-dated ops order page(s) IAW the procedures
outlined in this SOP.

· (c) Deliver the up-dated typed page(s) to the DCOM for key-
punching. · Delivery to be made to the DCOM within three working days after
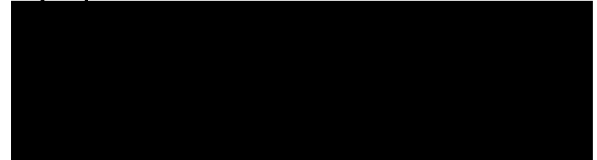receipt of the Hqs oplan pen-and-ink changes.

· (2) DCOM will then publish a page-for-page revision of the ops
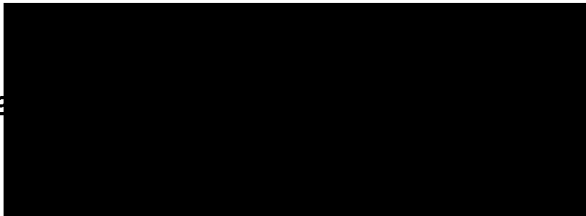order to all recipients of the original ops order.

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c. Changes to an established ops order caused by improved operational procedures, realignment of functions of individual sections, etc., will be made IAW paragraph 6b above.

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Deputy Commander for Operations

1 Atch
Formats, spacing, and examples of ops orders

OPR: DCO

DISTRIBUTION: A

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FORMATS, SPACING, ETC, ███████████████   25X1A

1. Paper: 8" x 10½" white bond paper.

2. Margins:

    a. Left margin established 1/2" from left side of paper.

    b. Right margin established 7" in from left margin (do not type more than a total of 70 characters and spaces per line).

3. Letters: Capital lettering to be used.

4. Spacing between lines: Double space.

5. Number of lines per page: Maximum of 22 lines per page.

6. Coordination: If an assigned annex/appendix involves the functions of another section, the OPR will coordinate with the section(s) concerned prior to typing the annex/appendix in final form and delivering it to the DCOM for key-punching.

7. Classification: Type "TOP SECRET" one inch from the top and bottom of each page – centered.

8. Heading: On the first page of the annex or appendix, type the heading as shown in the attached examples. Type "OXCART/_____" 2½" down from the top of the page.

9. Annex/Appendix identifier and page numbering: Identify the annex or appendix and number each page in numerical sequence, as shown in attached examples.

10. Continuation pages: Begin typing 1 3/4" down from the top of the page.

11. Ops Order number: The Detachment's Ops order number is the Hqs Oplan number followed by a "-O1".

12. Examples:

    a. Writing an Ops Order annex/appendix to an established Hqs Oplan annex/appendix. (See page 5 this SOP.)

    b. Writing an Ops Order annex/appendix to which there is not established Hqs Oplan annex/appendix. (See pages 6 and 7, this SOP.)

13. Assistance: For additional assistance in the preparation of annex/appendix contact DCOM, extension 3301 or 3302.

14. Revisions: Follow the above procedures when preparing revisions to a complete annex or appendix and when making page-for-page corrections.

Example #1: Writing an Ops Order Annex/Appendix to an established Hqs Oplan Appendix.

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OPS ORDER   CABLE

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25X1A2g   OXCART ████████

ANNEX A

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OPERATIONS

1. GENERAL: AS STATED IN HQS OPLAN 59-67.

2. SPECIFIC OPERATIONAL ITEMS:

   A. WEATHER MINIMUMS: AS STATED IN HQS OPLAN 59-67.

   B. DEPARTURE/CLEARANCE PROCEDURES: AS STATED IN HQS OPLAN 59-67.
IN ADDITION, PILOTS WILL:

      (1) ATTEND A BRIEFING IN THE COMMAND POST NLT ONE HOUR PRIOR TO
TAKEOFF.

      (2) REVIEW ALL NOTAMS PERTAINING TO BASES ALONG THEIR ROUTE OF
FLIGHT.

3. MISSION PLANNING:

   A. THRU G. AS STATED IN HQS OPLAN 59-67.

   H. AFTER INITIAL NOTIFICATION, THE DCO WILL REVIEW THE PLANNED MISSION
WITH THE COMMANDER PRIOR TO BRIEFING THE PILOTS.

   I. AND J. AS STATED IN HQS OPLAN 59-67.

   K. (ADDED) MISSION PLANNING DIVISION WILL PROVIDE EACH PILOT WITH FIVE
MAP CARDS LISTING EMERGENCY BASES AND EMERGENCY COMMUNICATIONS PROCEDURES.

4. INFLIGHT REFUELINGS: AS STATED IN HQS OPLAN 59-67.

5. EMERGENCY PROCEDURES: AS STATED IN HQS OPLAN 59-67. DCO TO INSURE
COMPLIANCE.

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Example #2:   Writing an Ops Order Appendix to which there is not established Hqs Oplan Appendix.

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                              OPS ORDER   CABLE

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ANNEX A

APPENDIX V

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COMMAND POST

1.   MISSION: (Write a brief outline of the mission of the Command Post as it pertains to the Hqs Oplan.)

2.   GENERAL SITUATION: (Write a brief outline of the general situation and how the Command Post is involved.)

3.   PROCEDURES: (List the main actions to be taken, in chronological order, that the section will take in compliance with the overall Hqs Oplan.)

4.   PERSONNEL ACTIONS/REQUIREMENTS: (A brief outline.)

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Example #2 (Cont'd)   ~~SECRET~~

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OPS ORDER   CABLE

T O P S E C R E T   CITE CABLE

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25X1A2g   OXCART

ANNEX A

APPENDIX II (or III)

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DAILY TIMING (or 24-HOUR GENERATION TIMING)

1. D-6: COMMANDER RECEIVES THE ALERT NOTIFICATION AND DIRECTS IMPLEMENTATION
OF THIS OPS ORDER.

2. D-5:

    0700: TIMING SEQUENCE BEGINS.

    1100: COMMANDER'S BRIEFING FOR STAFF PERSONNEL

                        (ETC)

                        (or)

1. H-24:00: RECEIVE ALERT NOTIFICATION.

2. H-23:30: COMMANDER BRIEFS STAFF PERSONNEL.

    A. REQUESTS ALL SECTIONS TO SUBMIT THEIR OUTGOING MESSAGES TO THE
COMMAND POST NLT ONE HOUR PRIOR TO THEIR REPORTS DUE TIME AS SPECIFIED
IN THE HQS OPLAN.

    B. REQUESTS ALL SECTIONS TO KEEP ALL THEIR NOTES, MESSAGES, ETC.,
PERTAINING TO THE MISSION AND TO TURN THEM OVER TO THE ADMINISTRATIVE SECTION
FOR SAFE-GUARDING WHEN THE MISSION IS OVER.

                        (etc)

~~*** TOP SECRET ***~~   ANNEX A
                                APPENDIX II PAGE 001